


Ryan White Planning Body: Meeting Agenda & Minutes
Serving Anson, Cabarrus, Gaston, Mecklenburg, Union, and York Counties

Meeting Details

Time	Wednesday, November 20, 2019; 11:30 AM – 1:30 PM
Location	Children and Family Center (601 E Fifth St. Suite 376, Charlotte)
Members attending	Annette Huffstead, Bruce Trujano, Chelsea Gulden, Christina Adeleke, Christopher Jones, Damion Bethea, Dana Reid, Donte Prayer, Emily Chambers-Sharpe, Joanna Martinez, Nakia Savage, Robert Winstead, Shannon Farrar, Tim Nixon, Vivian Perlman, Zapporyia Belk
Guests	Lynette Bradford, Dennis Escobar, Heather Wienke, Ann Marie Bracci, Anna Warren, Melissa Roseboro, Amanda Scott, Luis Cruz, Domonique Brown, Alexis Wyatt, Angela Lee, Jeffery Edwards-Knight, Kayla Earley
Meeting goal	Revamp Service Standards to enhance services in Fiscal Year 2020-2021

Agenda

Topic	Presenter	Time
Lunch	QC Catering	11:15-11:30
Meeting Minute review	Christopher Jones, Planning Body Co-Chair	11:30-11:40
Membership Workgroup Report	Annette Huffstead, Membership Chair	11:40-11:50
Service Standards Review & Revision	Chelsea Gulden, Planning Body Co-Chair Alexis Wyatt, Quality Management Coordinator Kayla Earley, Planning Body Administrator	11:50-1:25
Announcements	Kayla Earley, Planning Body Administrator	1:25-1:30

Action Items for follow up	Assigned To	Due Date
Complete meeting evaluation survey 	Meeting attendees	11/30/19
Attend next meeting: Wednesday, January 15; 11:30a-1:30p; 3205 Freedom Drive, Suite 4000	Voting members	1/15/19

Minutes

Because of unforeseen parking issues, the meeting began late at approximately 11:55am to allow participants to park properly. Chelsea Gulden and Kayla Earley confirmed quorum before beginning.

Christopher Jones began the meeting with minute review. Shannon Farrar made a motion to approve the minutes as written; Chelsea Gulden seconded. Minutes were approved with consensus as written.

Annette Huffstead awarded membership certificates to new members: Donte Prayer, Emily Chambers-Sharpe, and Zapporyia Belk.

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Chelsea Gulden presided over Service Standard revision, except for service categories with which she has a conflict of interest, during which time Alexis Wyatt and Kayla Earley presided. Members introduced themselves and stated their conflict of interest. Gulden reminded participants to state their conflict again before speaking.

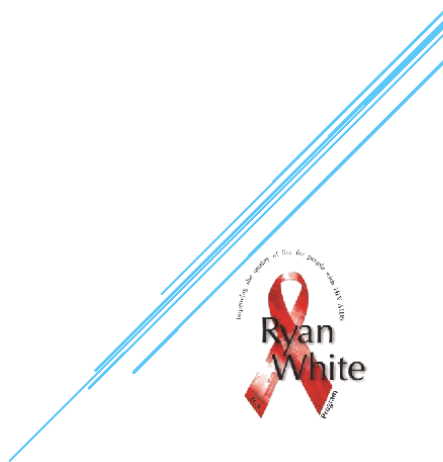
Members voted by majority to approve the following changes:

1. Early Intervention Services: Change the EIS Supervisor personnel qualifications to allow flexibility for considering experience in addition to education (p. 6);
2. Emergency Financial Assistance: Include language around referring clients to “other housing resources” to avoid burdening HOPWA (p. 8);
3. Medical Case Management: Change the MCM personnel qualifications to allow flexibility for considering experience in addition to education (p. 12)
4. Oral Health Care: Add Viral Load & CD4 to necessary items for intake & eligibility (p. 17).

After discussing each service standard, Gulden opened the floor for voting. Service Standards were approved with the changes with consensus. *Double click the image below to open a PDF of the approved Service Standards.*

Service Standards

Ryan White Part A Program
Charlotte Transitional Grant Area



FY 2020-2021

Kayla Earley reminded participants that they will be electing new Co-Chairs and a Needs Assessment Chair in 2020 and asked them to:

1. Learn from their current leadership;
2. Continue participating in professional development workshops offered by the Planning Body;
3. Consider who will be good candidates.

Luis Cruz ended the meeting by presenting Planning Body Member Bruce Trujano with the Ryan White Ambassador Award for his volunteer work connecting Latinx consumers to HIV care.